

SCHOHARIE COUNTY CLASSIFICATION SPECIFICATION

Class Title: Department Business Manager II

Jurisdictional Class: Competitive

Date Adopted: 3/1/06

Date Revised:

Jurisdictions: County ONLY

Pay Grade: 15

DISTINGUISHING FEATURES OF THE CLASS: Work involves responsibility for coordinating the administrative and financial operations of a larger & more complex billing systems in a health/human service related department, which both operates a significant service system and oversees external services under legal and contractual authority. Leeway is given for the exercise of independent judgment and initiative while reporting directly to the Department Head and/or Deputy. Oversees all accounting staff, with up to two levels of supervision, who are engaged in record keeping, auditing, health/human service billing, customer service and a large range of related business operations for multiple programs at multiple sites. Work involves ability to plan, organize, systemize, and advise Department Head and/or Deputy on maximizing productivity with resources available. Requires creativity, and ability to work with complex problems involving fiscal systems, funding streams and personnel issues. May act as first fiscal contact for state agencies under close supervision of Department Head and/or Deputy, for all levels of funding including those directly operated and/or contractually funded. Creates internal practices to attain good financial and operational outcomes and advises Department Head on accounting or billing related policy issues. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Assist with Interviews, recommends hiring, supervises, and trains and subordinates assuring adequate cross training to meet departmental needs;

Develops and utilizes systems and procedures to measure, manage and maximize revenues multiple funding streams;

Consults on financial operations of contractually operated programs, providing on-site technical assistance and management in close consultation with Department Head as needed;

Assist the Department Head in budget preparation at the County, state and program level for all programs. Manages and creates continuity between the multiple layers of required budgets that are constantly changing;

Makes recommendation to Department Head and management team to modify operations to account for changes in financial climate and resources;

Maximizes external (NYS, insurance, other) revenues to minimize local cost to taxpayers by creatively using all funding available while remaining within guidelines of regulatory agencies;

Prepares complex documentation required of state agencies using "off the shelf" accounting software and specialized state-designed systems;

Prepares or supervises preparation of departmental reports, administrative documents and correspondence as required;

Assist the Department Head and/or Deputy in dealing with representatives of other departments, state and federal agencies, and contract agencies on specific problems within fiscal and general administrative scope;

Develops and implements procedures to comply with all regulations of the appropriate State and Federal oversight agencies, including record-keeping and other areas supporting clinical practice;

Participates in formulation of fiscal, accounting, risk management and other business aspects of agency policy; Performs other as required, some of which may be difficult.

Last Reviewed: n/a

Last Updated: n/a

Reviewed By: n/a

Last Reallocated: n/a

SCHOHARIE COUNTY CLASSIFICATION SPECIFICATION

Class Title: **Department Business Manager II**

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Thorough knowledge of the principles, practices and terminology of accounting; Good knowledge of financial administration including budgeting, purchasing and reporting; Good knowledge of modern office terminology, procedures, equipment and business English; Ability to develop and maintain accounting systems; Ability to prepare and analyze complex financial records, reports and statements; Ability to communicate effectively both orally and in writing; Ability to operate a personal computer and utilize common office software programs; ability to use or learn to use specialized accounting tools such as Fund-EZ or NYS provided software, and fluency in the use of spreadsheets and other basic tools; Ability to perform close, detail work involving considerable visual effort and concentration; ability to plan and direct work of others and foster increased performance and teamwork; ability to organize efficiently elements of a varied job; ability to establish and maintain successful working relationships with a wide range of people; judgment; emotional maturity; resourcefulness and initiative; tact and sensitivity to reactions of others; good powers of observation, perception and analysis; Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Masters degree with concentration in business administration, accounting or a closely related field; **OR**
- (B) Graduation from a regionally accredited or New York State registered college or university with a bachelor's degree with concentration in business administration, accounting or loosely related field **AND** two (2) years of administrative or accounting experience in a public agency or private business, one year of which must have involved supervision or operations management experience; **OR**
- (C) Graduation from a regionally accredited or New York registered two-year college with an associate degree or its equivalent with major concentration in business administration, accounting or closely related field **AND** four (4) years of administrative or accounting experience in a public agency or private business, one year of which must have involved supervision or operations management; **OR**
- (C) A high school diploma **AND** six (6) years high level administrative and accounting experience in a public agency or private business, two years of which must have involved supervision or operations management; **OR**
- (E) An equivalent combination of training and experience as defined by the limits of (A) to (D).

NOTE: Part-time employment can be pro-rated to count towards fulltime. Example: six (6) months PT equals three (3) months FT) and a higher level of education can be pro-rated for experience up to a year.